

Select Committee on Ethics  
United States Senate

**Employing Office Completion of Ethics Training Form**  
(Select Committee on Ethics, 110<sup>th</sup> Congress)

Name of designated Ethics Certification Officer \_\_\_\_\_

Employing Member/Officer or other office \_\_\_\_\_

Personal/Leadership/Committee/Officer/other office \_\_\_\_\_

Room Number \_\_\_\_\_

Phone No. of Ethics Certification Officer \_\_\_\_\_

E-Mail address of Ethics Certification Officer \_\_\_\_\_

As the Ethics Certification Officer (ECO) for the office specified above, I hereby certify: that all personnel currently employed in the office specified above submitted a signed "Individual Certification of Completion of Ethics Training Requirement Form" certifying that he or she attended/watched the entire ethics training session /video lasting approximately an hour to an hour and a half; and that, therefore, to my understanding and belief, all such personnel have completed the mandatory ethics training.

Signature of ECO: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions:**

- No later than 2-25-08, when all personnel in a Senate office have completed the mandatory training, the ECO for each Senate office shall provide this form and copies of all "Individual Certification" forms for that office to the Senate Select Committee on Ethics.

- For *Member personal offices* that may have designated an ECO for the Washington, D.C. office as well as ECOs for state offices, only the ECO located in the Washington, D.C. office should complete this form certifying that all personnel employed within all of that Member's personal offices completed the mandatory ethics training requirement. The phrase "all personnel" includes the supervising Member/Officer and all of the personal office staff which he or she supervises.

- *Committee* ECOs must indicate whether they are certifying for just the majority, minority or non-designated staff employed by their respective committee or for all committee staff. Committee Members should file their "Individual Certification of Completion of Ethics Training Requirement Form" with their personal office ECO.

Please file form with:  
Select Committee on Ethics  
SH-220  
Washington, DC 20510